

Individual Professional Development and Training Plan

This template is designed to assist you in developing a plan for your professional development. This template is a quick and easy way to guide you through outlining your professional development. There are other tools available that you may be familiar with and may wish to use in addition to or instead of this one, if they are already part of your organizations process. This Professional Development and Training Plan template is designed to use the strategic and operational plans of your organization. We would encourage you to talk with your manager to learn what planning processes are underway in your organization and what available tools will best meet your needs (see links to additional tools below).

In many cases, it will be beneficial to enlist your supervisor's assistance and guidance in completing this form. If you are unsure of where to find your Agency, Department or Team Mission/ Vision please seek the assistance of your supervisor. Please note the boxes will expand to accommodate all text – so you will not be limited by space.

We realize that even with an available template, professional development planning may be challenging and encourage supervisors and managers to contact the staff of The Summit: Center for State Employee Development at any time for assistance through training and on-site consulting with your organization.

You may reach us at 241-1114; you may also visit us on line at
http://www.vermontpersonnel.org/employee/training_catalog.php

We hope you will find these templates useful – please contact us with any questions, suggestions or comments.

The Summit Staff

Links to additional Professional Development and Planning Tools:

1. Individual Development Plan (IDP) which can be found as part of the A Guide to the State Performance Management System; Appendix E located at: <http://www.vermontpersonnel.org/htm/publications.php>
2. The Career Planning worksheet included in the Tuition Reimbursement form located at:
http://www.vermontpersonnel.org/employee/training_tuition.php

Individual Professional Development and Training Plan:

1. Name:
2. Position:
3. Agency - Mission/ Vision:
4. Department - Mission/ Vision:
5. Team/Unit – Mission & Objectives:
6. Professional Development/ Training Objectives for the next twelve (12) months based on the Missions/ Visions above and job requirements:
7. Sources of Professional Development and Trainings:
8. Cost of Professional Development and Training:
9. How will you know if the Professional Development and Training listed are effective – How will you know you got what you paid for?